



CONGRESSIONAL INTERNSHIPS

with

REPRESENTATIVE LINDA SÁNCHEZ

Summer of 2005

INTERNSHIP DESCRIPTION:

- Work in the district office of Congresswoman Linda Sánchez located at:
4007 Paramount Blvd., Suite 106
Lakewood, CA 90712
- One full-time paid internship available
- Four part-time or full-time unpaid internships available
- Develop skills in some of the following areas:
 - o Casework and Social Services
 - o Public Relations and Communications
 - o Scheduling
 - o Office Management
 - o Grants and Research
- Responsibilities include:
 - o The 5 areas mentioned above
 - o Basic office tasks
 - o An ongoing long-term project (to be discussed with intern coordinator)
- Start and End Date: TBA
- For more information about our Washington, D.C. internships, please contact Brenn Huckstep by email at brenn.huckstep@mail.house.gov or by phone at 202.225.6676.

MINIMUM REQUIREMENTS:

- 3.0 unweighted GPA
- Open to high school and college students
- Part-time internship: a commitment of at least 15 hours per week in the summer (days and times to be discussed with intern coordinator)
- Full-time internship: a commitment of 40 hours per week in the summer (days and times to be discussed with intern coordinator)

DESIRED SKILLS (PREFERRED BUT NOT REQUIRED):

- Interpersonal skills
- A mature and responsible attitude

- Ability to multi-task, prioritize
- Foreign language skills
- Strong communication skills (in both speaking and writing)
- Computer skills (preferably Microsoft Word, Outlook, Excel and Adobe Photoshop and Pagemaker)
- Driver's license and car

APPLICATION INFORMATION:

- Please submit cover letter, resume, and application by May 20, 2005 (application is available below)
- Interviews start June 6, 2005

If you have any questions regarding the district office internship, please contact Rachel Potucek by email at rachel.potucek@mail.house.gov.

INTERNSHIP PROGRAM APPLICATION

Please send completed application, resume, and cover letter via email or fax to:

Intern Coordinator: Rachel Potucek Email: rachel.potucek@mail.house.gov Phone: 562.429.8499 Fax: 562.938.1948

Name:

Address:

Phone:

Email:

High School:

College (if applicable):

GPA:

Please indicate whether you are interested in a paid and/or unpaid internship by checking the box(es) below:

- ☐ Unpaid part-time internship (minimum of 15 hours per week)
- ☐ Unpaid full-time internship (40 hours per week)
- ☐ Paid full-time internship (40 hours per week)

If you are interested in the paid position, please explain why you are interested. Include information such as financial hardships and special circumstances in the space below:

Please fill out times of availability for each day you can work (example M 9 - 5):

M_____ T_____ W_____ Th_____ F_____

Are you available to work on some weekends for special events/projects? (Y/N)

References

Please provide the names and phone numbers of two individuals (not relatives) below.

Name

Phone Number

1. _____

2. _____